



Savannah River Site

Engineering and Operations

Document Control (EODC)

“Embrace the Culture”

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Document Control Register (Lotus Domino)

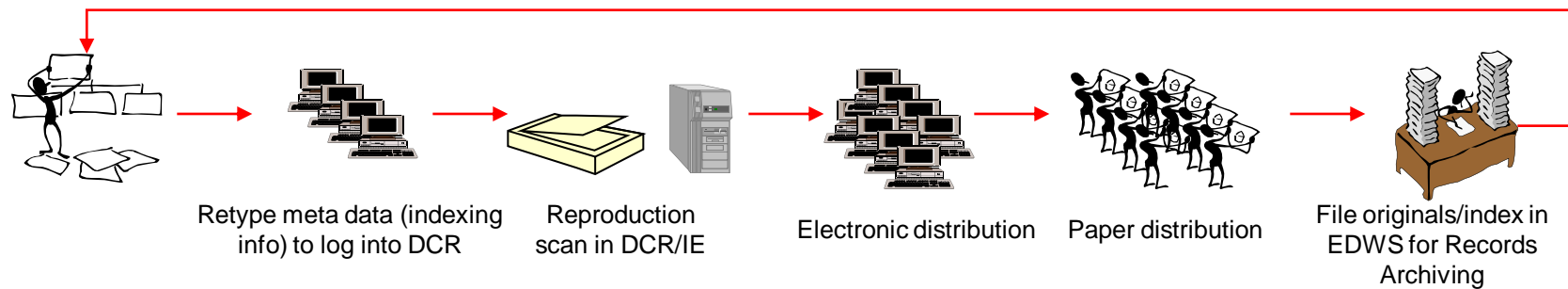
Image Expansion (Unix)

- **Disseminates latest Configuration of Facility Documentation 24/7**
- **Real-time , desktop access to accurate, current facility documents, procedures and associated changes.**
- **Provides control and maintenance of essential hard-copy documentation to Emergency Operations Center as well as over 60 facility control rooms/field locations.**
- **Enable full electronic life cycle (Cradle to Grave) with desktop submission of facility documentation as well as integration with customer and records repository systems (SPF and Documentum)**

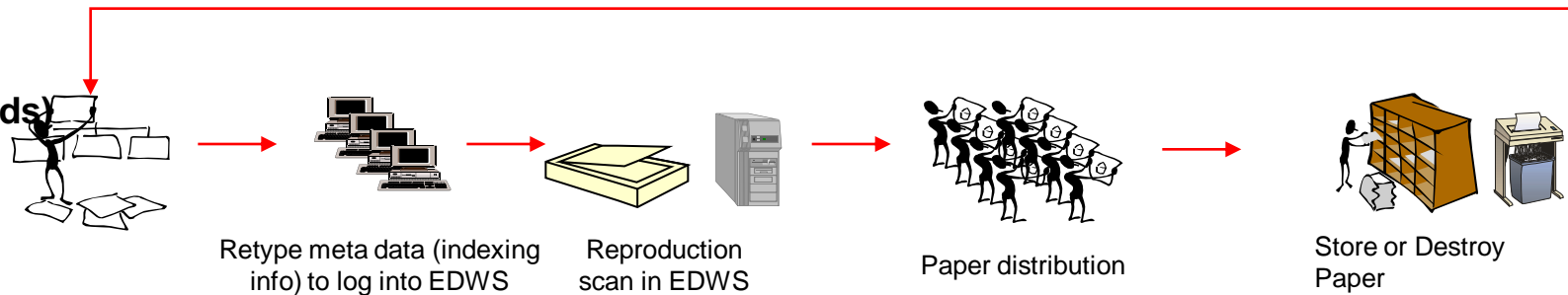
Previous Paper Business Process



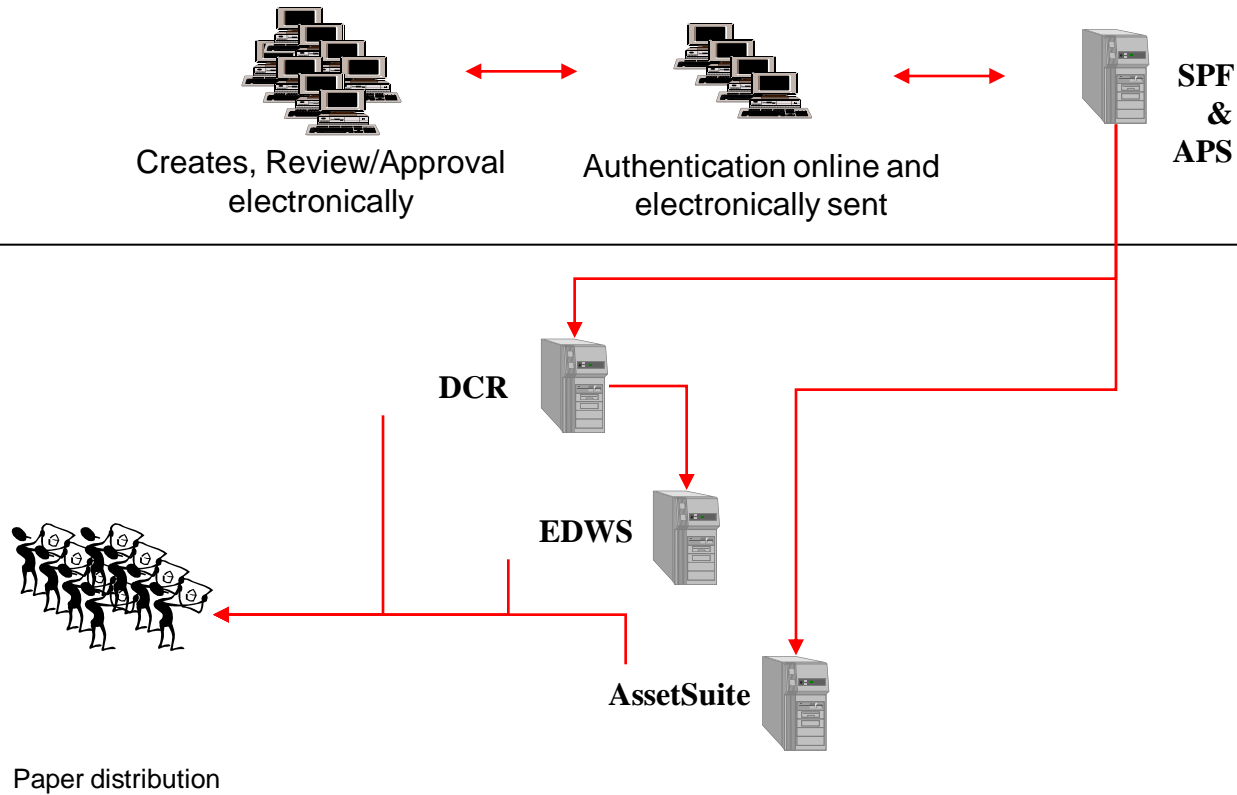
DCR



EDWS (Records)



Current Electronic Business Process



DP Engineering Six Sigma Savings

DCR Interface for Drawings

2004 = 1200

2005 = 1635

2006 = 1874

2007 = 1599

Total 6308

Save 4 participant 15 minutes, save 1 hr not having to plot, index and carry to DCR, total 2 hours

Exempt / Hr $\$96.87 \times 2 = \193.74

Avg # Dwgs/yr $1577 \times \$193.74 = \$305,527.98$

All Document types for 4 yrs = 17,483

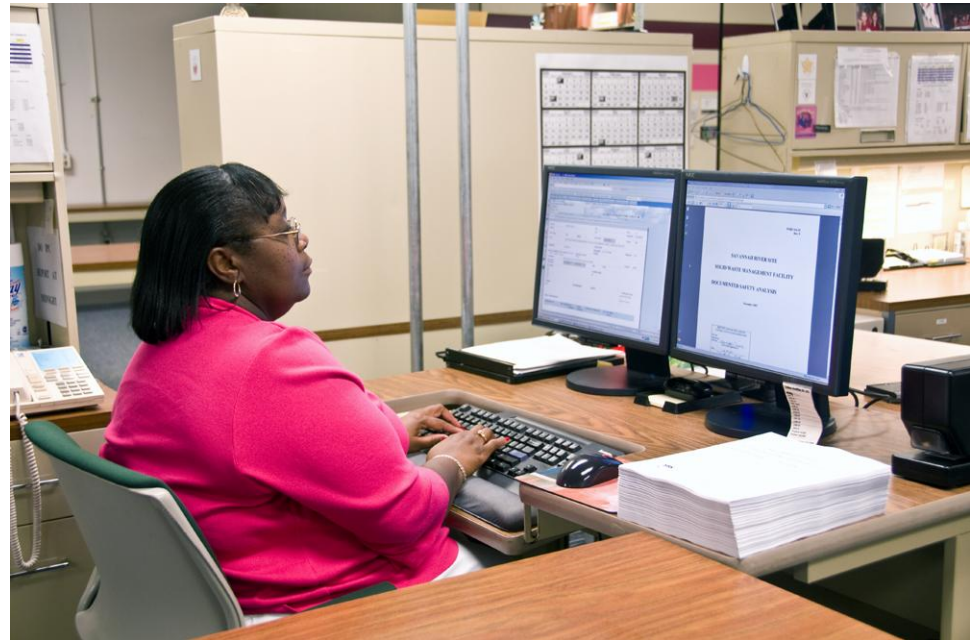
Based on the above information,

Avg.Docs/yr $4370.75 \times \$193.74 = \$846,789.10$

EODC expertise assures customer success

- Release of ESub--60% of work is submitted electronically. This was the result of a Six Sigma process that yielded more than \$2 million in cost savings.
- Integration of Smart Plant Foundation and Automated Procedure System
- All operational and maintenance procedures are submitted electronically.

Staff is completely cross-trained in all aspects of Engineering and Operations Document Control



Document Control Statistics

- **Over 5.8 Million Images**
- **Over 5K New Document/Revisions per month**
- **Average Image Hits by Customers per month – over 330K**
- **Unique Documents- Over 1.6 Million**
- **Average number of 8 1/2 x 11 copies per month – 253,272**
- **Average Drawing Copies per month – 71,159**
- **Over 4K site users**



DCR View – Document Centric (Drawing)

Close
Edit
Next
Previous
Queue for Distribution
Delete Document
Library Services
Image
List All Open Amendments
Send To EDWS
Create New Revision
Print Label

Base Document
Document ID: **W711124**
Sheet:
Rev : 5

DRAWING
Last Modified Date: 12/12/2005 10:58:22 AM

General
All Amendments
Supersede Info
Distribution
Revisions
Original Document Holder
ESUB Info

Doc-ID	W711124	Sh	Rev	5
Altn-ID	M-M4-H-0006	Sh	Image ID	00413813
Doc-Type	DWG	Status	Rev Date	12/15/1997 16
Title	SRP BLDG 241-H&F WASTE STOR FAC. FY75 CANNED EVAP FD PUMP			
			Trend-Code Vital Record <input type="radio"/> Yes <input checked="" type="radio"/> No Vital Record Type <input type="radio"/> VR <input type="radio"/> VO	
Originator	BRYAN,J.E,8039529121	Revisable Format	PAPER	Category
Electronic Media File Location (check one) <input type="radio"/> DCR <input type="radio"/> AIM <input type="radio"/> Other				
Comments			Track #	
Received Date/Time	01/05/1998 16	Org		
DC Codes	Facility Codes			
WPT	HTF, FTF			
Project	Area \ Building	System	Reference Docs	
1618	F 241000	WEE	W711578	
UPMTH02647	H 241000		W710170	
			W704395	

Open Amendments

Amendment ID	Rev	Status	Field Installed	Field Installed	Affected Document ID	Sh	Rev When Issued
P-DCP-F-05005-P003	0	A	A	12/29/2005	W711124		5
P-DCP-H-05004-P004	0	E	A	06/11/2007	W711124		5

DCR Web Searches and Front End Views

- **Allows specific views for Operators such as:**
 - Most current/active Procedure or Document for use in the field.
 - Engineering Searches
 - Procedure Searches
 - External Access and Submissions (if granted)
 - Easy Creation of Indexes for Facility Home Pages

Example of Facility Index on Web

Site-Wide Procedures

[Procedures](#)[SPPC](#)[Forms](#)[Contacts](#)[Toolbox](#)[Interface Mgt](#)[InSite](#)[Home](#)

Facility (Lower-Tier) Procedure Links

NOTE: For some links, appropriate access permission must be granted by the Content Owner and USER ID and PIN may be required.

Click here for alpha/numeric listing, or browse by functional area below.

Area Completion Project Procedures

- D&D (Deactivation and Decommissioning)
- ER-AP Procedures for Soil and Groundwater (WSRC-C1)

Analytical Labs Procedures

- Analytical Laboratory (DCR Web)
- Analytical Labs
- [BAL Admin \(DCR Web\)](#)
- BAL AREA (DCR Web)
- BAL Technical (DCR Web)
- Industrial Hygiene Lab Documents

Defense Programs Procedures

Engineering Procedures

- 1E7 Manual
- 7Q6-50 Manual
- E7 Manual
- E7-1 Manual
- E9 Manual

ESH&QA Procedures

[Return to Top](#)

Example of Procedure Index



Document Control Register

Analytical Labs Administration Procedures Index

Procedure ID#	Rev.	Title	Effective Date
BAL-ADMIN-0002	2	RESPONSE TO EMERGENCY INCIDENTS	5/11/2009
BAL-ADMIN-0003	6	CHEMICAL HYGIENE PLAN	1/6/2011
BAL-ADMIN-0007	1	HAZARDOUS OR MIXED WASTE MANAGEMENT @ BAL SATELLITE ACCUMULATION AREAS	3/22/2004
BAL-ADMIN-0008	0	DRUM MANAGEMENT	8/6/2001
BAL-ADMIN-0009	1	BAL LEAD MANAGEMENT PROGRAM	11/12/2002
BAL-ADMIN-0012	6	BAL CHEMICAL & RADIONUCLIDE MANAGEMENT	8/13/2008
BAL-ADMIN-0013	4	BAL DRAIN SYSTEM GUIDELINES	3/3/2009
BAL-ADMIN-0015	2	B-Area LABORATORIES EMERGENCY PLAN	1/9/2008
BAL-ADMIN-0016	2	BAL SPILL MANAGEMENT PROGRAM	1/8/2009
BAL-ADMIN-0022	2	EXEMPT SEALED RAD SOURCE & STANDARDS ACCOUNTABILITY & CONTROL	6/18/2009
BAL-ADMIN-0023	0	REPORTS TO BAL FACILITY MANAGEMENT	10/13/2008
BAL-ADMIN-0024	1	HEATING WATER SYSTEM MAINTENANCE	3/18/2009
BAL-ADMIN-0025	0	LOCKOUT REQUIREMENTS	10/13/2008

Web Searching

News Online My Portal Documents

DCR WEB SEARCH

Latest Approved Search All Docs Clear Fields

[Instructions](#) [Common](#) [Codes](#) [Dates](#) [Trending](#)

Doc-ID

Sheet Rev

[Doc Type](#) Image ID

[Status](#) Pkg #

Original Media Admin Hold

Title
2048 characters remaining on your input limit

Manual #
50 characters remaining on your input limit

Originator
54 characters remaining on your input limit

[Next Tab \(Codes\)](#)

[Document Search Menu](#)

Current Goals and Objectives

- **Electronic workflow (paperless) Vendor Documents** (Due for Release April 2012)
- **Provide a “Web Service” to download Current Revision of Procedures, Drawings/ Documents to Mobile Devices** (currently working)
 - Allows Operations and Maintenance to perform work in the field using tablets.
 - Utilize Tablets to replace controlled hard copy sets of emergency response procedures and other essential control room documentation.
- **Feed the Completed Procedures and Work Packages to Records from Tablets** (currently working).
 - Eliminates manual indexing, paper transmittals, facility as well as records storage of hard copies, reduction of firekings, box shipments and scanning.
- **Replatforming our Document Control Register**
 - Currently Evaluating SmartPlant Foundation (SRS currently has a very robust Conduct of Engineering and Operating procedures workflow in SPF).
 - Looking at other Vendors
- **Electronic Distribution/Notification which includes Watermarking**

Collaboration Effort

- **Establish Contacts for Document Control and Records Management for each site in the Complex.**
- **Setup Virtual Collaboration Meetings**
- **Share Current Tools, Process Flows, Goals and Objectives**
 - Each site can use this information for benchmarking, best practices, lessons learned, share new innovations.
 - What tools worked, what didn't etc.
 - Utilize each others successes

